

**Frederick County Ethics Commission**  
**Minutes for the Public Meeting of Wednesday, November 14, 2018**

Present:        Stephen K. Hess, Chair  
                 Ernest A. Heller, Vice-Chair  
                 Deidre R. Davidson, Commission Member  
                 Christopher D. Glass, Sr., Commission Member  
                 Deborah L. Lundahl, Commission Member  
                 Alan Shapiro, Commission Member  
                 Rev. Douglas P. Jones, Alternate Commission Member  
                 Linda B. Thall, Senior Assistant County Attorney

Absent:         M. Shane Canfield, Commission Member

The Frederick County Ethics Commission meeting started at 7:05 p.m. on November 14, 2018, in the Winchester Room on the 2<sup>nd</sup> floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

**Approval of the minutes** – The draft minutes from the October 10, 2018 meeting were emailed to the members before the meeting.

**MOTION:**     Mr. Heller made a motion to approve the minutes. Mr. Glass seconded the motion, which was approved unanimously.

**Discussion of PowerPoint training example** – Ms. Davidson informed the Commission that she is continuing to work on the PowerPoint and hopes to have the PowerPoint completed by the time that Commission members meet with the County Executive. The Commission asked Ms. Davidson to email the PowerPoint in advance of the December meeting, so that the members can provide their comments on the PowerPoint. Additional questions and answers to include in the document are needed.

**Discussion of recommendation letter to the County Executive** – Mr. Shapiro requested changes to the Commission's letter to the County Executive regarding training on the Ethics Law. The Commission members agreed to make the additional changes to the letter.

**Review of financial disclosure statements** – The financial disclosure statements were distributed at the Commission's October meeting. The members discussed questions about some of the financial disclosure statements and noted which statements required follow up contact. Mr. Shapiro stated that he would have his comments and questions ready for discussion at the December meeting. The Commission members also made suggestions for improving the financial disclosure forms by clarifying the need to identify co-owners of property and advising officials and employees of the disclosure

requirements for gifts they receive. The Commission plans to review the revised financial disclosure forms at the Commission's December meeting.

**Adjournment**

**MOTION:** Mr. Glass made a motion to adjourn the meeting. The motion was seconded by Mr. Shapiro and approved unanimously.

The Ethics Commission adjourned its meeting at approximately 8:00 p.m.

/s/

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Linda B. Thall, Senior Assistant County Attorney